

ADM-16.06, "TOBACCO-FREE ENVIRONMENT," January 1, 2008

SCDC POLICY/PROCEDURE

NUMBER: ADM-16.06

TITLE: TOBACCO FREE ENVIRONMENT

ISSUE DATE: JANUARY 1, 2008

RESPONSIBLE AUTHORITY: DIVISION OF OPERATIONS

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-16.06 (7/01/02), CHANGE 1, DATED 10/1/2005

RELEVANT SCDC FORMS/SUPPLIES: 19-11

ACA/CAC STANDARDS: NONE

STATE/FEDERAL STATUTES: Sections 44-95-10 through 44-95-60, Code of Laws of South Carolina, 1976, as amended

THIS POLICY HAS BEEN COMPLETELY REVISED, THEREFORE CHANGES WILL NOT BE IN BOLD AND ITALICS.

PURPOSE: To establish the policy for the South Carolina Department of Corrections concerning the use of tobacco and related products on all Agency property and in all Agency vehicles.

POLICY STATEMENT: The South Carolina Department of Corrections is committed to providing a safe and secure working and living environment for employees, inmates, and visitors that is clean and sanitary an environment that promotes good health and one in which resources are efficiently utilized. As a means of achieving such an environment, all Agency facilities, grounds and vehicles will be tobacco-free.

<p>TABLE OF CONTENTS</p> <p>1. PROHIBITION OF TOBACCO PRODUCTS</p> <p>2. CORRECTIVE ACTION: 3. EMPLOYEE SMOKING CESSATION PROGRAMS</p> <p>4. DEFINITIONS</p>
--

SPECIFIC PROCEDURES:

1. Prohibition of Tobacco Products

1.1 On and after January 1, 2008, tobacco, tobacco related products, paraphernalia, or lighting devices will not be allowed inside any buildings, on any property, or in any vehicles belonging to the South Carolina

Department of Corrections.

1.2 The use or possession of all tobacco products by employees is prohibited on Agency property or in Agency vehicles. This prohibition does not apply to the otherwise lawful possession of tobacco products in an employee's personal motor vehicle in the parking lot of any SCDC property.

1.2.1 Tobacco products and/or associated paraphernalia shall be secured in personal vehicles and will be considered contraband within all Agency buildings, institutions, and vehicles.

2. Corrective Action:

2.1 Employees: Any employee who violates this policy/procedure will be subject to corrective action in accordance with SCDC Policy/Procedure ADM-11.04, "Employee Corrective Action."

2.2 Inmates: Any inmate who violates this policy/procedure will be subject to disciplinary action in accordance with SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System."

3. SMOKING CESSATION PROGRAMS :

3.1 Employees who smoke but wish to stop are encouraged to enroll in a smoking cessation program offered through their insurance programs or an outside program sponsored by local agencies and organizations. To the extent possible, without jeopardizing the security and safety of the Agency, supervisors may adjust an employee's work schedule, if possible, to accommodate an employee's participation in such programs.

3.2 Programs will be offered for inmates as the budget allows. Inmates will also be allowed to purchase smoking cessation aids in the canteen.

4.DEFINITIONS:

Tobacco products are any product containing tobacco including cigarettes, cigars, snuff, smokeless tobacco, chews, or other substances. Tobacco products do not include nicotine replacement therapies.

Tobacco paraphernalia includes rolling papers, pipes, lighting devices, or any other products used to smoke, inhale, or ingest tobacco products.

Employee refers to any person who is employed full time, part time, contract, or temporary.

SIGNATURE ON FILE

—

s/Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.